SHEILA DOUGLAS: Hello, everyone. This is Sheila Douglas with the ePlanning team. And today, we're going to be discussing how to add and manage comment periods and submissions in ePlanning.

In this video, we'll set up a comment period and view submissions. Comment periods can be established for any document on your project page. The same rules that can generate a web page can also set up a comment period for a document.

To set up a comment period, you'll need to make sure you add the document you want to comment on your project page. After you have added document, you want to comment on to your sites, you can now add a comment period.

For a summary page, scroll down until you see comment periods. Then click the green Add.

You will now select the document you want to have a comment period on from the dropdown arrow. Select the start date and the end date.

The next required field is the submissions ID prefix. You will need to put a unique ID with no special characters. You can use your office abbreviation or an ID that pertains to your project.

The participant section is already defaulted to public, but if you want your comment period for a particular group, then select another option.

You can change your required fields on the comment submission form, but be careful not to make it too stringent.

The standard disclaimer is added automatically, but you can customize it also.

Then finally, you click the Add button on the bottom. You will now see a pop up stating your comment period has been added successfully. Click OK.

You will now see the comment period under the comment period section and a gray button next to your document that says comment on document. Please ensure you republish your page so the public may comment.

Here are some things to remember about comment periods in ePlanning. Once a comment period starts, you can not make changes to or delete the posted document.

Once a letter, submission, or comment has been received on the comment period, it can never be deleted. A comment period can be closed, but it can never be deleted.

Now let's check our submissions. To check submissions made to your documents, you would first log into Back Office. Once you are in Back Office, go to My Active Projects, and click on your project.

Under comments submissions heading, you will see a dropdown menu. Select the document you want to view submissions on. Click the gray bar that says synchronize now to get the latest submissions.

Now go back down to the comment submission section and choose your comment period again. This will bring in your synchronized comments.

To get a submissions listening report, click the box next to your submission IDs you want a report in. Then click the gray bar that says Submissions Listing.

You can give your listing a title and choose the kind of report you want-- either a PDF or Excel. You can also sort by submission ID, date, submitter name, organization name, agency name, delivery type, or status.

Once you've selected those options, select the gray bar that says Generate. You will get a pop up message that says the generated listing job title has been started-- click OK.

Now you can view comment, submissions listing, and select from the dropdown menu, and select the comment period. You will now see the generated submissions listing. Select the listing you want to download, and click Download to see the submissions listing.

Thank you for watching, and please remember, if you have any additional questions, please submit a remedy ticket or visit our KRC and SharePoint site for additional supporting documentation.